

IPAC Provisioning for FMSAs

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IPAC Provisioning for FMSAs

Please note that this process generally requires two active users with the FMSA role in ITIM: one to enter the access request, and one to approve it. However, requests for access to the Admin Modules and/or the all ALC "0" must be approved by an ISSO, rather than a second FMSA (examples requiring ISSO approval are shaded in green).

Access Request Submission (completed by an FMSA)

1. Access the **ITIM** external interface at <https://reg.fms.treas.gov/itimext/>. Enter your SSO user ID and password, and then click **Log In**.

The screenshot shows the 'fms Enterprise Single Sign On' login page. At the top, there are links for 'Change Password', 'Forgot your Password?', 'Forgot your User Id?', and 'Register'. Below the header, a 'Log In To: https://reg-pps.fms.treas.gov/itimext' link is visible. The main content area is titled 'Select an authentication method and enter your credentials'. On the left, there are three options: 'Log In using your FMS:', 'SSO User ID and Password', 'SecurID Token', and 'PKI Certificate'. The 'SSO User ID and Password' option is selected. To the right, there is a form with 'User ID: agwaa500' and 'Password: *****'. Below the password field are 'Log In' and 'Reset' buttons. There are also links for 'Forgot your User Id?' and 'Forgot your Password?'. At the bottom, there is a warning message: 'WARNING WARNING You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.' Below the warning, there are links for 'Accessibility', 'Contacts', and 'Privacy Policy', and a footer for 'U. S. Department of the Treasury - Financial Management Service'.

2. The **Request Management – Your To-Do List** page will load. Click the **Search** link in the menu across the top of the page, and then select **Person** from the dropdown menu.

The screenshot shows the 'Request Management - Your To-Do List' page. At the top, there is a navigation bar with 'Request Management', 'Organization', 'Search', and 'Reports'. The 'Search' link is highlighted with a red box. Below the navigation bar, there is a table with columns: 'Locked', 'Activity', 'Time Due', 'Requestee', and 'Subject'. Below the table, there is a section titled 'BFS Identity Management' with a 'Username:' field. Below this, there is another navigation bar with 'Request Management', 'Organization', 'Search', and 'Reports'. The 'Search' link is highlighted with a red box. Below the navigation bar, there is a dropdown menu with 'Person' and 'Account' options. The 'Person' option is highlighted with a red box. Below the dropdown menu, there is another table with columns: 'Locked', 'Activity', 'Time Due', 'Requestee', and 'Subject'. Below the table, there is a section titled 'BFS Identity Management'.

3. When the **Search Person** page loads, select the desired search criteria from the dropdown menu in the **Where** field (note that the **Select** field will default to **External**, and may be modified as needed).

The screenshot shows the 'Search Person' page. At the top, there is a navigation bar with 'Request Management', 'Organization', 'Search', and 'Reports'. The 'Search' link is highlighted with a red box. Below the navigation bar, there is a section titled 'Search Person'. Below this, there is a form with a 'Select' dropdown menu set to 'External'. Below the 'Select' dropdown, there is a 'Where' dropdown menu set to 'Full Name'. Below the 'Where' dropdown, there is a 'Search' button. Below the 'Search' button, there is a list of search criteria: 'Full Name', 'Last Name', 'Email Address', 'Status', and 'Enterprise ID'. A blue arrow points to the 'Where' dropdown menu.

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4. In the blank open text field, enter the search term for the individual you wish to locate (note that the field in the center column will default to **Contains**, and may be modified as needed to select another search operator).

Request Management	Organization	Search	Reports
Username: agwaa500 Logout			
Search Person			
Select	External		
Where	Enterprise ID	Contains	tisusr09
<input type="button" value="Search"/>			
BFS Identity Management			

5. Click **Search**, followed by the **Select** link next to the appropriate user in the search results that appear.

Request Management	Organization	Search	Reports
Username: agwaa500 Logout			
Search Person			
Select	External		
Where	Enterprise ID	Contains	tisusr09
<input type="button" value="Search"/>			
Select	Name	E-Mail	Status
	Taurus Isusr	toisusr9@yahoo.com	Active
BFS Identity Management			

6. When the **Manage User: User Name** page opens, click the **Manage Accounts** link.

Request Management	Organization	Search	Reports
Manage User: Taurus Isusr			
<ul style="list-style-type: none">• Manage Personal Info• Manage Accounts• Manage Passwords			

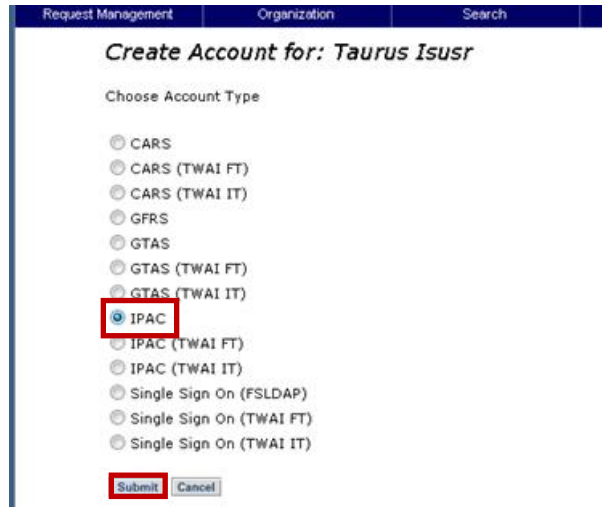
7. When the **Manage Accounts: User Name** page opens, click **New**.

Request Management	Organization	Search	Reports
Manage Accounts: Taurus Isusr			
Select	User ID	Service	Status
<input type="checkbox"/>	tisusr09	Single Sign On (FSLDAP)	Active
<input type="checkbox"/>	tisusr09	CARS	Active
<input type="button" value="New"/> <input type="button" value="Suspend"/> <input type="button" value="Restore"/> <input type="button" value="De-Provision"/> <input type="button" value="Cancel"/>			

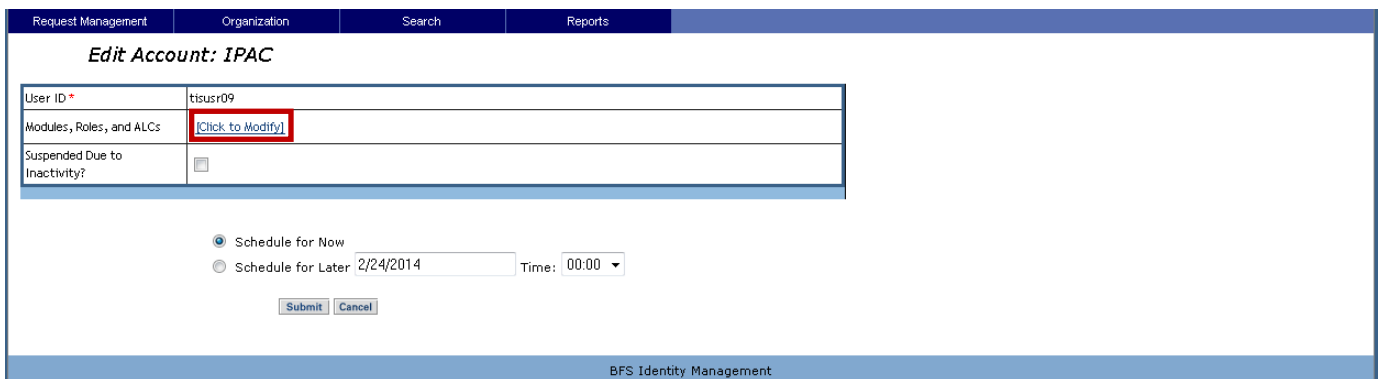
IPAC Provisioning for FMSAs

8. When the **Create Account for: User Name** page opens, select **IPAC** to create an account for QA and then click **Submit**.

Note: You can also create an IPAC account for the IT and FT environments following these instructions and selecting IPAC (TWA I FT) or IPAC (TWA I IT). Before you are able to create the IT or FT IPAC account, you will need to create the Single Sign On (SSO) account for those environments or the system will fail the request. Select the Single Sign On (TWA I IT) or Single Sign On (TWA I FT) first. (The SSO request does not require an approval) After the SSO account is created for that environment, you can come back to select the IPAC (TWA I IT) or IPAC (TWA I FT) account for the user.



9. When the **Edit Account: IPAC** page appears, select the **Click to Modify** link in the **Modules, Roles, and ALCs** field.



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10. When the **IPAC Access Permissions** page opens, navigate through each of the three dropdown menus from left to right to select the appropriate options in the **Module**, **Role**, and **ALC** fields.

To request access to all ALCs, select the appropriate options in the **Module** and **Role** fields, then check the **ALC 0** box.

To request access to the RITSA or RITSB modules, select the appropriate options in the **Module** and **Role** fields and a free entry text box will appear where you enter a RITS Payroll ID that may not be an actual ALC. If the Payroll ID is an actual ALC you can select it from the dropdown menu in the **ALC** field. *Either the RITS Payroll ID or the ALC field should be completed; it's not necessary to complete both.*

NOTE: To request access to all ALCs in a RITS module, enter "00000000" in the **RITS Payroll ID** field. The ALC 0 check box will be unavailable for selection on RITS modules.

**ISSO
Approval
Required**

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11. After all three fields are populated with your selections, click **Add**.

Module	Role	ALC	ALC 0
ENROL	Master Administrator (MA)	00001073	<input type="checkbox"/>

Add **OK** **Cancel**

Module	Role	ALC	ALC 0
IPACB	IPAC Supervisor		<input checked="" type="checkbox"/>

Add **OK** **Cancel**

Module	Role	ALC	ALC 0
RITSB	RITS Payroll Admin	RITS Payroll ID: <input type="text" value="00000000"/> ALC: <input type="text"/>	<input type="checkbox"/>

Add **OK** **Cancel**

ISSO Approval Required

12. When the **Module**, **Role**, and **ALC** selections appear in the **Current Permissions** section, click **OK**.

NOTE: Only one ALC may be selected per row. To provision a user, AA, or MA for multiple ALCs (but not all), move through steps 10 and 11 as many times as needed, selecting a different ALC each time. Upon entering each ALC access request, verify that it appears in its own row under **Current Permissions**, and then click **OK**. To add additional ALCs at a later time, it will be necessary to log back in and modify the account.

Module	Role	ALC	ALC 0
			<input type="checkbox"/>

Add **OK** **Cancel**

Current Permissions

Module	Role	ALC	Remove
ENROL	Master Administrator	00001073	Remove

Current Permissions

Module	Role	ALC	Remove
IPACB	IPAC Supervisor	00000000	Remove

Current Permissions

Module	Role	ALC	Remove
RITSB	RITS Payroll Admin	00000000	Remove

ISSO Approval Required

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13. When the **Edit Account: IPAC** page appears, click **Submit** to proceed with the default selection of **Schedule for Now**. If the user's access should go into effect at a future point in time, click the radio button to select **Schedule for Later**, enter the desired date and time for access to be provisioned, and then click **Submit**. *If you do not click the Submit button, the request will not be sent for approval.*

NOTE: *If you are requesting access to multiple module/role/ALC combinations for a user, a separate approval request will be sent to the other FMSAs and ISSOs for each module/role/ALC combination. If you are requesting access to any of the Admin Modules and/or ALC 0, the request will only be sent to the IPAC ISSO(s) for approval (as noted in scenarios above).*

Also, the first FMSA will receive an email notification when the access request is completed (approved/rejected) by the second FMSA or ISSO. To manually verify within ITIM whether a submitted request has been processed, follow the instructions provided in the Access Request Verification section of this guide.

Request Management	Organization	Search	Reports
Edit Account: IPAC			
User ID *	tisusr09		
Modules, Roles, and ALCs	[Click to Modify]		
Suspended Due to Inactivity?	<input type="checkbox"/>		

☒ Schedule for Now

☐ Schedule for Later: 2/24/2014 Time: 00:00 ▼

IPAC Provisioning for FMSAs

Access Request Approval (completed another FMSA or ISSO)

1. Access the **ITIM external interface** at <https://reg.fms.treas.gov/itimext/>. Enter your SSO user ID and password, and then click Log In.

fms Enterprise Single Sign On

Log In To: <https://reg-ppt.fms.treas.gov/itimext>

Select an authentication method and enter your credentials

Log In using your FMS:

- SSO User ID and Password
- SecurID Token
- PKI Certificate

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID: bgwaa500

Password: *****

Log In Reset

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING WARNING WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Accessibility | Contacts | Privacy Policy

U. S. Department of the Treasury - Financial Management Service

2. When the **Request Management – Your To-Do List** page loads, click the **FMSA ISSO Approval** link in the **Activity** column.

Request Management

Organization

Search

Reports

Request Management - Your To-Do List

Locked	Activity	Time Due	Requestee	Subject
	FMSA ISSO Approval	Feb 28, 2014 10:50 AM EST	Taurus Isusr	tisusr09

BFS Identity Management

3. When the **Approve/Reject the Request** page opens, click **View Request Data** to access additional request details, and then click **Back** to return to the **Approve/Reject** screen.

Request Management Organization Search Reports

Approve / Reject the Request

Description	ENROL Master Administrator 00001073 access request for Taurus Isusr's account tisusr09 on IPAC requires your approval.
Request ID	761937491728846677
Requestor	Angie Gwaadmin
Requestee	Taurus Isusr
Subject	tisusr09
Time Submitted	Feb 25, 2014 10:50 AM EST
Time Due	Feb 28, 2014 10:50 AM EST

[View Request Data](#)

Explanation

[Approve](#) [Reject](#) [Cancel](#)

User ID * tisusr09

Admin Role

Modules, Roles, and ALCs

Suspended Due to Inactivity? ☐

[Back](#)

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4. Click **Approve or Reject** based on review of the access requested.

Request Management	Organization	Search	Reports
Approve / Reject the Request			
Description	ENROL[Master Administrator]00001073 access request for Taurus Isusr's account tisusr09 on IPAC requires your approval.		
Request ID	7619374917288466677		
Requestor	Angie Gwaadmin		
Requestee	Taurus Isusr		
Subject	tisusr09		
Time Submitted	Feb 25, 2014 10:50 AM EST		
Time Due	Feb 28, 2014 10:50 AM EST		
	View Request Data		
Explanation	<div></div>		
Approve Reject Cancel			

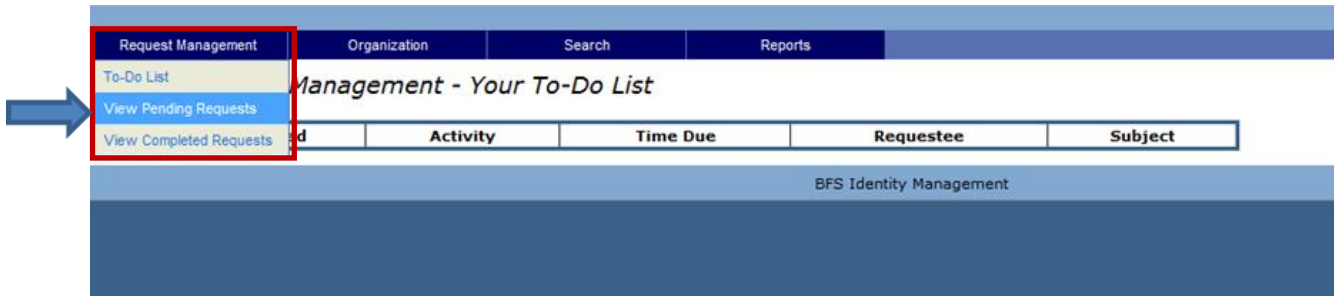
5. On the **Request Management – Your To-Do List** page, verify that the approved request no longer appears and whether there are other requests that need action.

Request Management	Organization	Search	Reports	
Request Management - Your To-Do List				
Locked	Activity	Time Due	Requestee	Subject

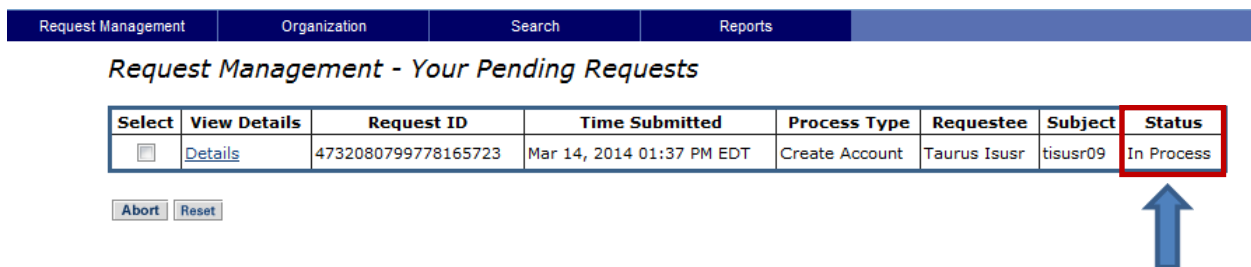
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Access Request Verification (completed by requesting FMSA)

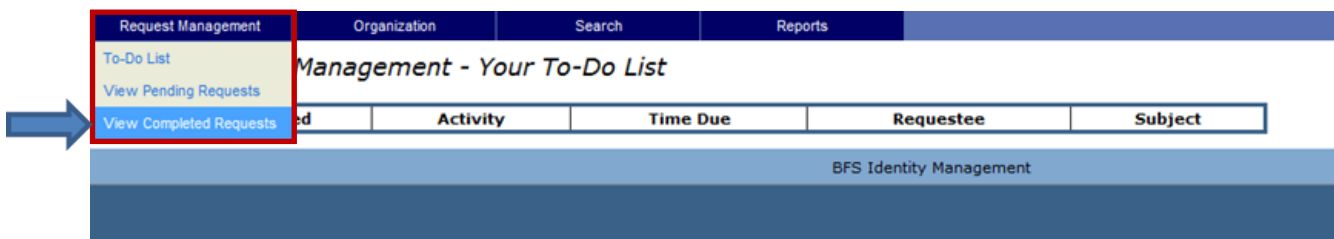
1. To verify whether a user access request has been processed, click **Request Management** in the blue toolbar, followed by **View Pending Requests**.



2. When the **Request Management – Your Pending Requests** page appears, verify if the request is still showing in an In Process Status. If this is the case, action still needs to be taken on one or more of the module/role/ALC combinations requested. If the request does not show on the **Request Management – Your Pending Requests** page, check the **Request Management – Your Completed Requests** shown in steps 3 and 4.



3. If the request is not showing on the **Request Management – Your Pending Requests**, click **Request Management** in the blue toolbar, followed by **View Completed Requests**.



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4. When the **Request Management – Your Completed Requests** page appears, verify that the **Status** column shows an entry of **Succeeded**.

NOTE: Because access to multiple ALCs may be requested within a single submission, it is possible that a specific ALC access request within the submission may have been rejected by the FSMA/ISSO approver for that ALC, even if the submission appears on the **Request Management – Your Completed Requests** page with a status of “Succeeded.” If the user cannot access IPAC with all the module/role/ALC combinations requested, you will need to resubmit a request for that module/role/ALC.

Request Management	Organization	Search	Reports			
Request Management - Your Completed Requests						
Find requests		Completed ▾				
during this time period:		Today ▾				
		Refresh				
Details	Request ID	Time Completed	Process Type	Requestee	Subject	Status
Details	4732080799778165723	Mar 14, 2014 01:41 PM EDT	Create Account	Taurus Isusr	tisusr09	Succeeded

